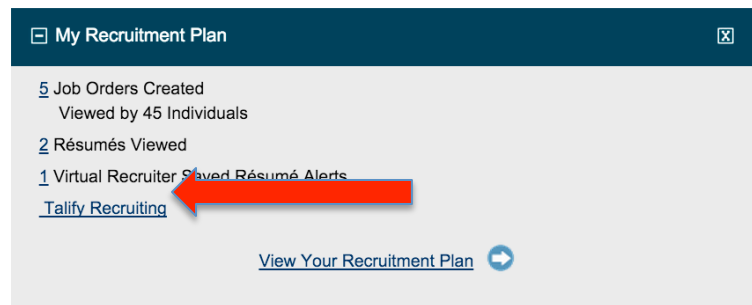




Once a job candidate's profile is added to the database, employers can search for potential applicants who match their needs.

To find Talify on the MoJobs site: Log in to your account or set up an account and go to your Dashboard. Under MY RECRUITMENT PLAN, click on TALIFY RECRUITING.

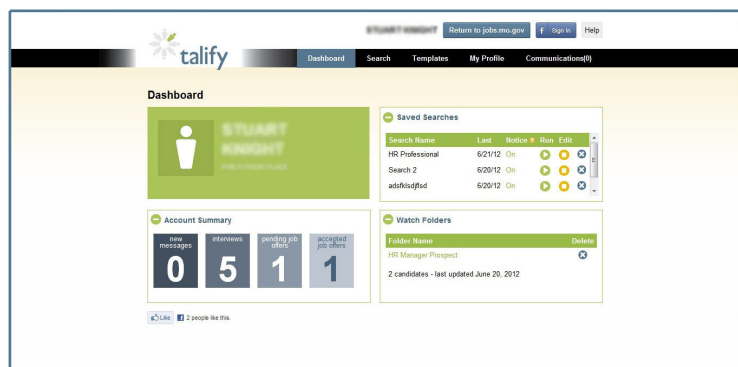


If you haven't used Talify before, you will need to register your organization. If you are already registered you may begin searching for candidates.

A screenshot of the Talify website's registration page. The page has a header with the Talify logo and navigation links: "Learn More", "FAQ", "About Us", "Contact Us", and a "Logout" button. The main section is titled "Register Your Organization" and contains a form with the following fields: "Company Name" (required), "Code" (pre-filled with "1c6919"), "Address" (required), "City" (required), "State" (dropdown menu, currently showing "Alabama"), "ZIP Code" (required), "Country" (dropdown menu, currently showing "United States of America"), and "Company Phone" (pre-filled with "5737519578"). A "Submit" button is located at the bottom right of the form. At the very bottom of the page, there is a footer with "Copyright © Talify. All rights reserved." and a link to "Privacy Policy | Terms & Conditions".

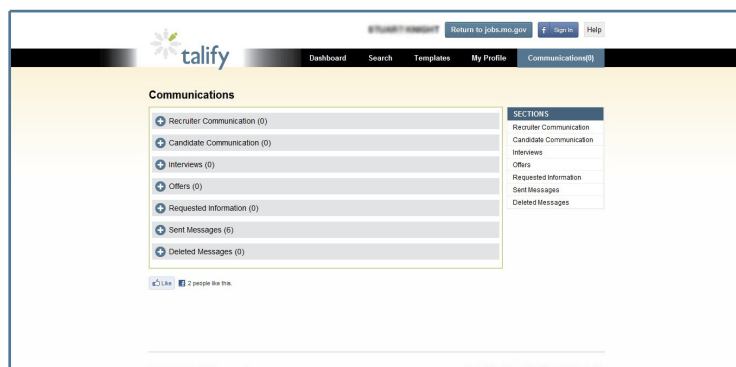
The following pages include information on how to search for candidates and definitions of the terms used in the search parameters. Contact the staff at your local Job Center for more help in using Talify.

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 7-1-1.



Employer Dashboard

- ✓ **Account Summary** – An overview of your communication with candidates (new messages, the status of any interviews, pending job offers or accepted job offers).
- ✓ **Saved Searches and Watch Folders** – View exceptional candidates in whom you are interested or run saved searches to look for new candidates.



The Communications Portal

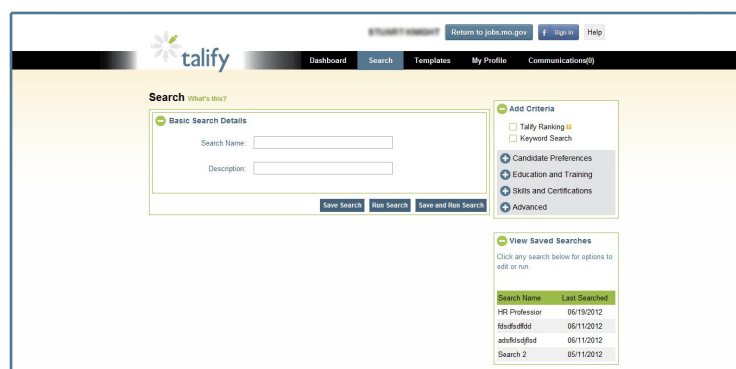
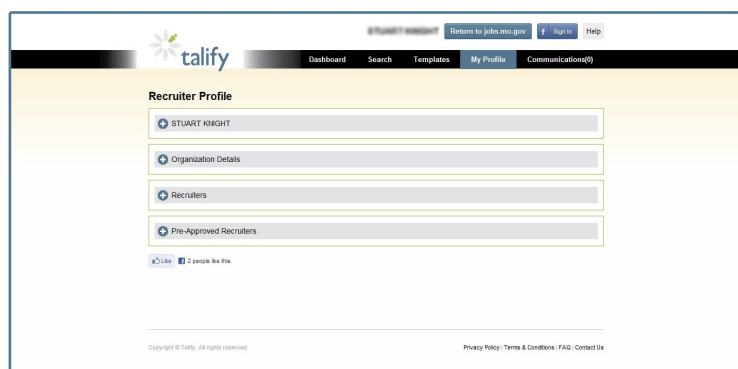
- ✓ **Communications** – The place to go to view and respond to any incoming messages from a candidate or colleague. View the status of and candidate responses to interview requests and job offers.

My Profile

- ✓ **Recruiter Profile** – View your company's profile, including a list of all recruiters, and send messages to other recruiters at your company.

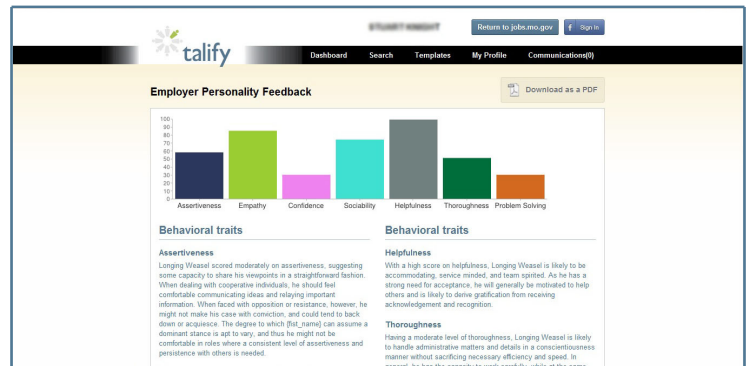
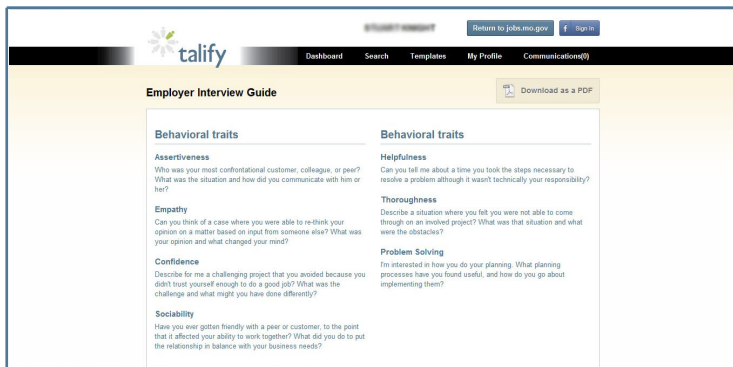
Search

- ✓ **Basic Search Details** – Search our proprietary database of job-seekers.
- ✓ **Add Criteria** – Check boxes next to individual criteria you would like to use to filter the Talify database of job-seekers.



Candidate's Personality Feedback

Provides feedback on individual candidates' seven different behavioral traits: assertiveness, empathy, confidence, sociability, helpfulness, thoroughness, and problem solving.

Employer Interview Guide

Download as a PDF

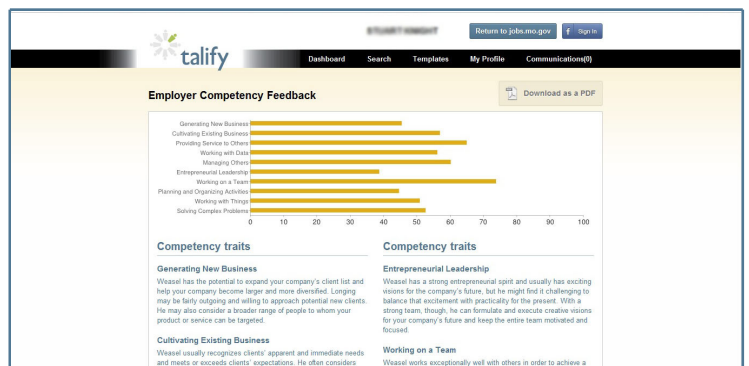
Behavioral traits	Behavioral traits
Assertiveness Who was your most confrontational customer, colleague, or peer? What was the situation and how did you communicate with him or her?	Helpfulness Can you tell me about a time you took the steps necessary to resolve a problem although it wasn't technically your responsibility?
Empathy Can you think of a case where you were able to rethink your opinion on a matter based on input from someone else? What was your opinion and what changed your mind?	Thoroughness Describe a situation where you felt you were not able to come through on an involved project? What was that situation and what were the obstacles?
Confidence Describe for me a challenging project that you avoided because you didn't trust yourself enough to do a good job? What was the challenge and what might you have done differently?	Problem Solving I'm interested in how you do your planning. What planning processes have you found useful, and how do you go about implementing them?
Sociability Have you ever gotten handy with a peer or customer, to the point that it affected your ability to work together? What did you do to put the relationship in balance with your business needs?	

Employer Interview Guide

Based on the seven different behavioral traits analyzed in the Candidate Assessment Report for Recruiters, learn effective questions to ask individual candidates regarding their specific traits.

Candidate's Competency Feedback

Provides feedback on individual candidates' key competency areas, including: generating new business, providing service to others, working with data, managing others, working on a team, planning and organizing activities, etc. Use this feedback to understand how they match your specific job.



How To Create A Simple Search

1. Give your search a name based on what you're looking for (e.g. "Financial Analyst").
2. Click on a category in the "Add Criteria" bar on the right side of the page ("Candidate Preferences", "Education and Training", "Skills and Certifications", "Advanced").
3. Click the box next to the criteria you wish to search for (i.e. "Job Type", "Level of Education", "Certificates" etc.). You can select as many as you would like.
4. Then click **Save and Run Search**.

Add Criteria

☐ Talify Ranking
☒ Keyword Search

Candidate Preferences

☐ Job Type
☐ Fields of Interest
☐ Preferred Locations
☐ Rate of Pay
☐ Desired Amount of Travel

Education and Training

☐ Level of Education
☐ Military Service
☐ Previous Job Role

Skills and Certifications

☐ Language Proficiency
☐ Skills
☐ Certificates

Advanced

☐ Candidate ZIP Code
☐ Behaviors / Competencies

Talify Ranking

The Talify Ranking is centered around our unique set of 10 job-specific competencies. It allows you to weight a candidate's job-related interests, experience, self-rating, and personality.

First, select those areas that are important to you by clicking on the unranked competencies below. You may re-order the ranked list by dragging the competencies up or down. You must select at least three.

Once ranked, you must assign a percent weighting to job-related interests, experience, self-rating, and personality; the total of all four must equal 100.

Please click items from the unranked list that are important to you; you may order them in the ranked list by dragging. You must select at least three competencies, and may select up to ten.

Unranked

Ranked

Providing Service to Others

Working on a Team

Planning and Organizing Activities

Working with Data

Working with Things

Cultivating Existing Business

Managing Others

Generating New Business

Entrepreneurial Leadership

Solving Complex Problems

Please value each of the following, 0-100. The total of all four must equal 100.

Interests:
Experience:
Self Rating:
Personality:

Create a Ranked Search

- ✓ Repeat "Simple Search" steps 1-3.
- ✓ Click the box next to "Talify Ranking".
- ✓ Fill out the Talify Ranking section (see left). Be sure to follow the instructions in blue. After you're done, click **Save and Run Search** and check out your results!

Because finding a job shouldn't be one.

KEY COMPETENCY AREAS AND REPRESENTATIVE BEHAVIORS

Generating New Business	<ul style="list-style-type: none"> ✓ Introducing Yourself to People You've Never Met ✓ Convincing Others to Do Things in New Ways ✓ Persuading People to Make a Commitment
Cultivating Existing Business	<ul style="list-style-type: none"> ✓ Understanding Customers' Needs and Expectations ✓ Recognizing Opportunities for Additional Sales ✓ Asking for Additional Sales
Providing Services to Others	<ul style="list-style-type: none"> ✓ Tuning in Carefully to Others, "Walking in their Shoes" ✓ Helping People and Answering their Questions ✓ Resolving Disagreements and Complaints
Working with Data	<ul style="list-style-type: none"> ✓ Gathering, Comparing or Computing Information ✓ Organizing or Manipulating Data ✓ Synthesizing or Interpreting Data and Drawing Conclusions
Managing Others	<ul style="list-style-type: none"> ✓ Giving Directions to Other People ✓ Coaching Others to Help them Perform Better ✓ Delegating the Tasks Needed to Complete a Project
Entrepreneurial Leadership	<ul style="list-style-type: none"> ✓ Establishing a Vision of the Future ✓ Making the Vision a Reality ✓ Persuading Others to Help them Perform Better
Working on a Team	<ul style="list-style-type: none"> ✓ Cooperating to Achieve Common Goals ✓ Putting Personal Feelings Aside for the Common Good ✓ Cultivating and Maintaining Working Relationships
Planning and Organizing Activities	<ul style="list-style-type: none"> ✓ Identifying Goals and Setting Priorities ✓ Planning Projects and Establishing Deadlines ✓ Managing Time and Commitments
Working with Things	<ul style="list-style-type: none"> ✓ Working with Materials, Machinery or Tools ✓ Maintaining or Repairing Machinery ✓ Installing, Checking or Troubleshooting Machinery
Solving Complex Problems	<ul style="list-style-type: none"> ✓ Identifying and Researching Complex Strategic Issues ✓ Analyzing and Organizing Root Causes and Trends ✓ Defining and Deciding Upon Alternative Solutions

Because finding a job shouldn't be one.

Helpfulness

Measures friendliness in personal interactions; a willingness to be helpful and provide service. Helpfulness is essentially an indicator of a person's need to be liked and desire to show compassion.

Assertiveness

Indicates the forcefulness a person will use to control a situation; it measures directness, thoughtfulness, forcefulness and consistency in communication, without having to rely on anger.

Cautiousness

This measures how careful one is in making decisions. It relates to how deliberately one evaluates situations or materials before taking action.

Confidence

Confidence is a measure of self-esteem as well as the courage, self-worth and comfort one brings to social, problem-solving and leadership situations.

Persuasive-Drive

This trait incorporates a number of other personality measures. Persuasive-drive is the inner need to persuade others as a means of gaining personal gratification. Persuasive-drive correlates with the joy one receives from persuading or influencing another person.

Empathy

This trait incorporates a number of other personality measures. Empathy is the ability to "step into another's shoes" accurately so that they can understand someone else's point of view.

Flexibility

This measures an individual's willingness to modify their approach and to adapt to a changing situation as well as their willingness to utilize feedback.

Idea Orientation

Measures originality or creativity. This measures an individual's propensity to come up with "out of the box" solutions. A lower score means they use a more practical method to solve problems.

Problem Solving

The ability to detect mathematical and logical patterns in various series and sequences of numbers and letters. Problem Solving is indicative of one's ability to understand and solve multifaceted and otherwise complex problems, often with little data.

Sociability

Measures the ability and desire to be around and work with people. Individuals who rank high in this quality enjoy being with and working with others. More specifically, they relate well in one-on-one and large group situations. They are likely to have a large circle of close friends.

Thoroughness

Measures an individual's attention to detail and tendency to persevere. Quite simply it measures one's willingness to go through every single detail of a task.

Because finding a job shouldn't be one.